



USER INTERFACE

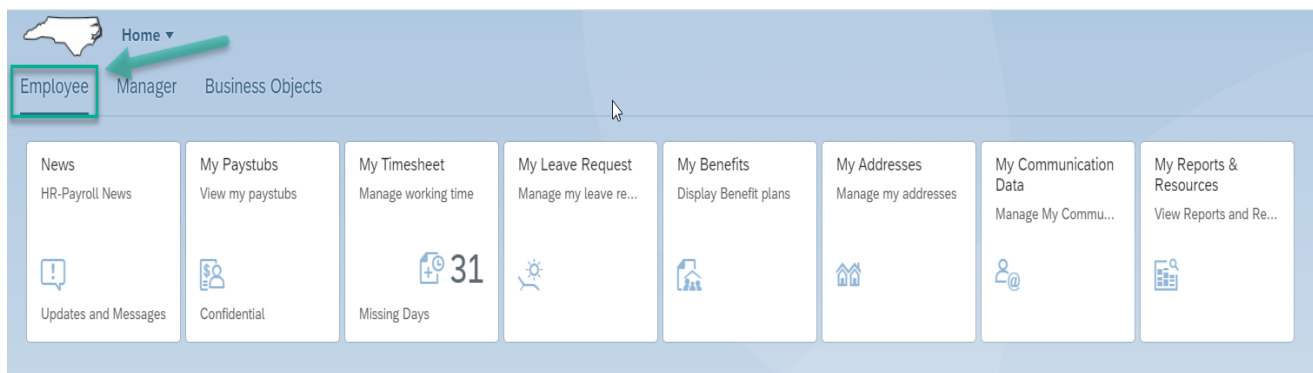
FIO-09 | BUSINESS PROCESS PROCEDURE

FIO

The purpose of this BPP is to introduce the Employee and Manager Fiori Launchpad Homepage. Fiori will be the new mobile friendly, web-based interface for the State of North Carolina that provides access to the Integrated HR-Payroll System.

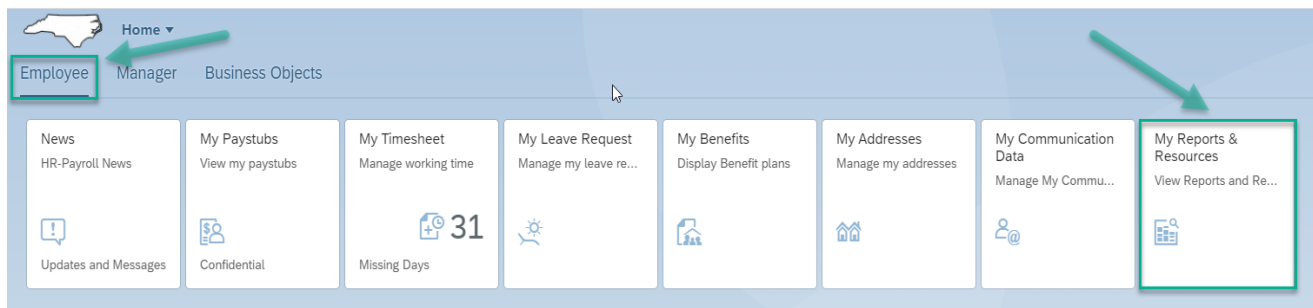
Fiori tiles and tabs are role based which provide accessibility to certain functions within the Fiori Launchpad.

- An Employee will have access to the following tiles, however, interfacing agency employees will not have My Timesheet and My Leave Request.



Employee tab:

- **News:** Employees can stay current on HR-Payroll News with the **News** tile
- **My Paystubs:** Employees have the access to view and navigate their Pay Statements within the **My Paystubs** tile.
- **My Timesheet:** Employees can use **My Timesheet** to enter their time
- **My Leave Request:** Employees can create and view leave requests for their requested time off using the **My Leave Request** tile
- **My Benefits:** Employees can view Enrolled Benefits and Benefits by Dates with the **My Benefits** tile.
- **My Addresses:** Employees can manage their Permanent Residence/Emergency Contact/Mailing Address using the **My Addresses** tile.
- **My Communication Data:** Employees can view work communications data and update their personal communication data using the **My Communication Data** tile.
- **My Reports & Resources tile:** Employee reporting and resource links are available using the **My Reports & Resources** tile.



Within the My Reports & Resources tile there are 2 cards: **Reports and Resources**

Reports:

Within the Reports card, there are two custom time reports.

- **Employee Quota Balance Report** – The Employee Quota Balance Report is a display of leave balances as of the day the report is viewed.
- **Employee Working Time Report** – The Employee Working Time Report provides a comprehensive report of time entered for an employee or on behalf of an employee, including those that interface their time.

Resources:

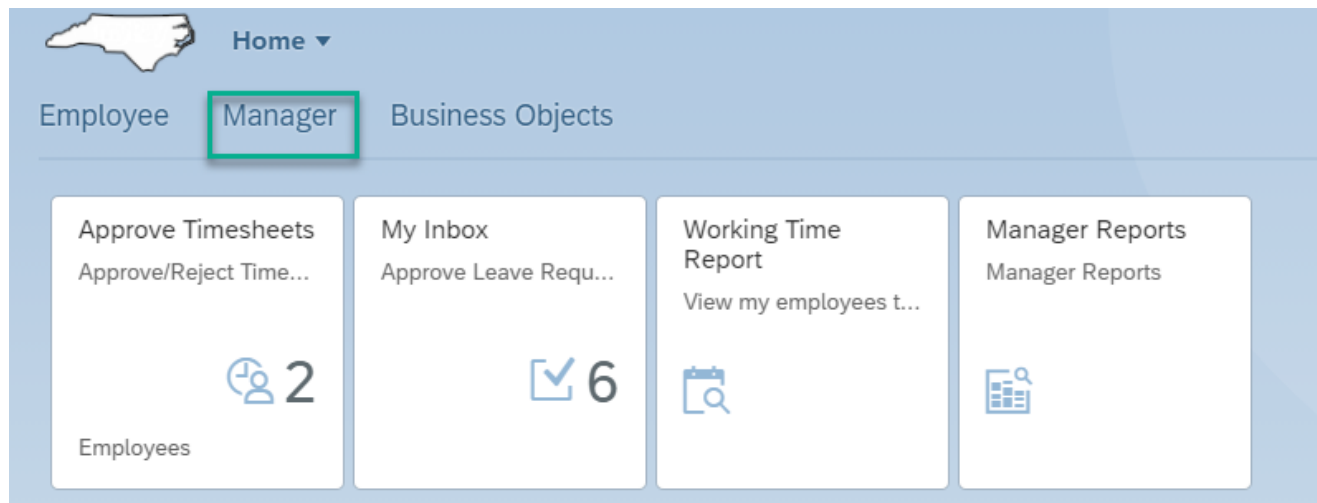
- The Resources card provides users with a landing space for some common employee resources. Some of these resources include direct links to the State Health Plan, NC Flex, ORBIT, etc.

Manager tab:

- **Approve Timesheet:** Managers can use the **Approve Timesheet** tile to approve their direct reports time submitted for approval.
- **My Inbox:** Managers can use the **My Inbox** tile to approve their direct reports submitted Leave requests.
- **Working Time Report:** The **Working Time Report** provides a comprehensive look at the time entered by direct reports
- **Manager Reports:** The **Manager Reports** tile delivers manager specific reports

Manager Reports

Within the Manager Reports tile there are two-time reports.



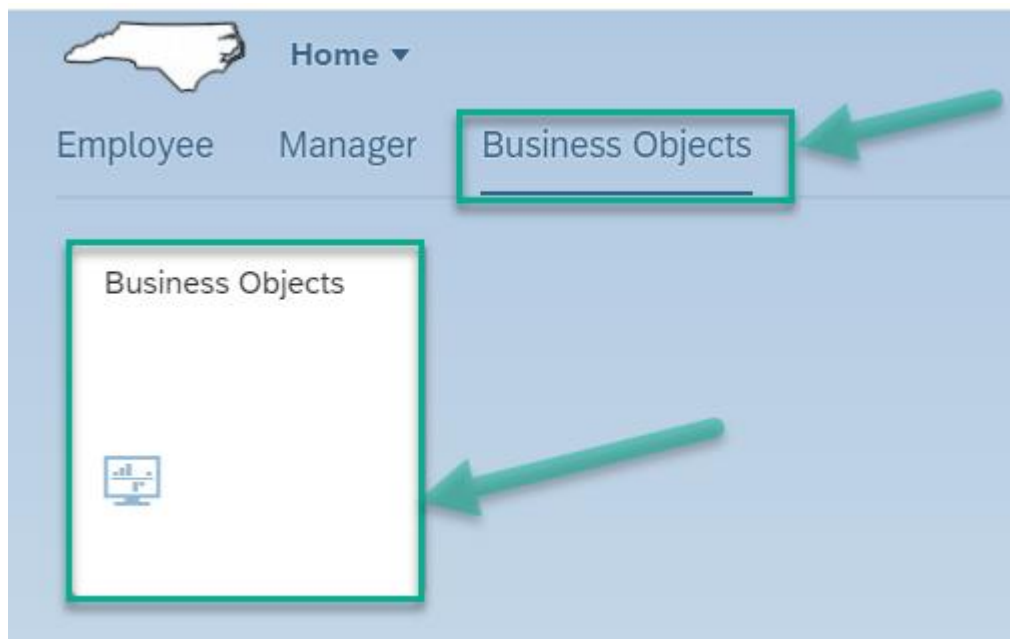
Within the Manager Reports tile there is one card: **Time & Leave**. The Time & Leave card offers two custom manager time reports.

- **My Employee Quota Balance Report** – The My Employee Quota Balance Report is a display of the current leave balances for all your direct reports.
- **Time Leveling Report** – The Time Leveling Reports shows whether your employees have met their expected hours, have recorded more hours than expected, or have recorded less hours than the target.



Business Objects tab:

- **Business Objects Tab - Links directly to BOBJ reporting**
 - It is important to note that Business Objects is granted through a role-based security authorization.



Change Record

- 10/25/21 – New BPP – Mayuri Surati
- 10/25/21 – Assigned reference number – Claire Ennis
- 11/9/2021 – Incorporated content edits – Jennifer Boyette